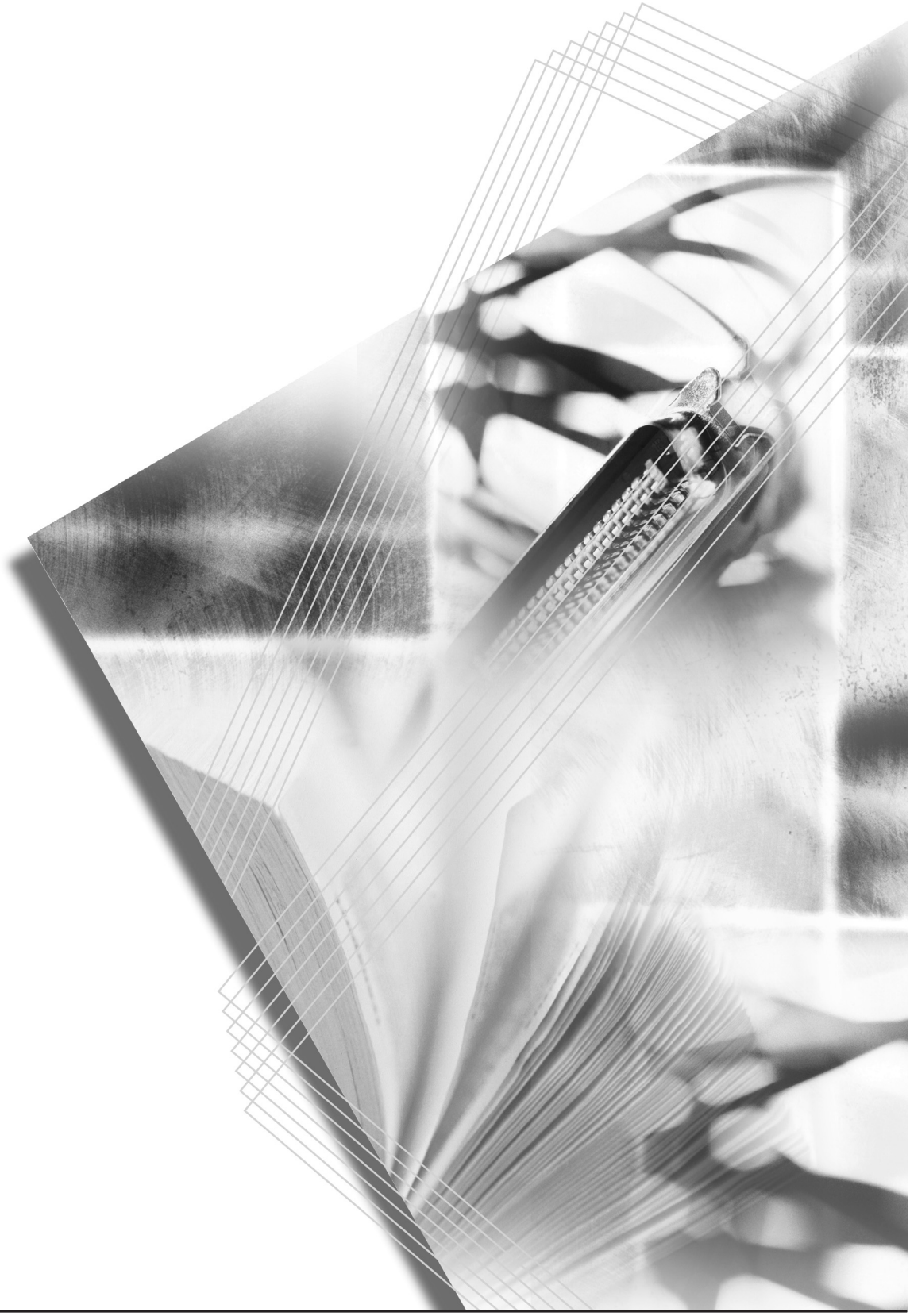
KM-3650w

Quick Reference



Please read the Quick Reference before using this machine. Keep it close to the machine for easy reference.

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This Quick Reference shows only the basic operations of KM-3650w.
For more detailed operation, refer to the concerning manuals included in the folder “Operation Manual” of the User CD.

General Operation Manual (file name : GeneralOperation_E.pdf)
Read this manual for the general hardware operation like paper load, toner installation, clearance of paper mis-feed and so on.

Copy/Scan Operation Manual (file name : CopyScanOperation_E.pdf)
Read this manual for the copy/scan operations and some other operations on the Operation Panel of the KM-3650w.

Print Server User’s Manual (file name : PrintServer_E.pdf)
Read this manual for the total system management like job management, print of image file, network settings, scan file download and some other operations.

Print Client KM User’s Manual (filename : PrintClientKM_E.pdf)
Read this manual for the operation of a file print application “Print Client KM”.

AutoCAD HDI Driver User’s Manual (filename : ACAD_HDI_Driver_E.pdf)
Read this manual for the print from AutoCAD.

Printer Driver User’s Manual (file name : PrinterDriver_E.pdf)
Read this manual for the print from Windows applications.

Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics:

- Legal Information ii
- Energy Star (ENERGY STAR®) Program iii
- Safety Conventions in This Guide iv
- Caution Labels v
- Installation Precautions vi
- Precautions for Use vii

Legal Information

Notice The information in this manual is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition.

No responsibility is assumed if accidents occur while the user is following the instructions in this manual. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

This manual, any copyrightable subject matter sold or provided with or in connection with the sale of the machine, are protected by copyright. All rights are reserved. Copying or other reproduction of all or part of this manual, any copyrightable subject matter without the prior written consent of Kyocera Mita Corporation is prohibited. Any copies made of all or part of this manual, any copyrightable subject must contain the same copyright notice as the material from which the copying is done.

Legal Restriction On Copying

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

Energy Star (ENERGY STAR®) Program

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About the International Energy Star Program

International Energy Star Program has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multi-function printer come equipped with a Warm Sleep where printer functions remain in a waiting state but energy consumption is still reduced after a certain amount of time elapses since the device was last used, as well as a Power Save where printer functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time. This product is equipped with the following features as a result of its compliance with International Energy Star Program standards.

Warm Sleep
Warm Sleep indicates the same function as Low Power Mode used in the Energy Star Program. The device automatically enters Warm Sleep when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before Warm Sleep is activated may be lengthened. For more information see Power Save on page 37 of the Copy/Scan Operation Manual.

Power Save
Power Save indicates the same function as Sleep Mode used in the Energy Star Program. The device automatically enters Power Save when 60 minutes have passed since the device was last used. The amount of time of no activity that must pass before Power Save is activated may be lengthened. For more information see Power Save on page 37 of the Copy/Scan Operation Manual.

Safety Conventions in This Manual

Please read this GENERAL OPERATION MANUAL before using the machine. Keep it close to the machine for easy reference.

The sections of this manual and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this GENERAL OPERATION MANUAL are illegible or if the itself is missing. (fee required)

Note

An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

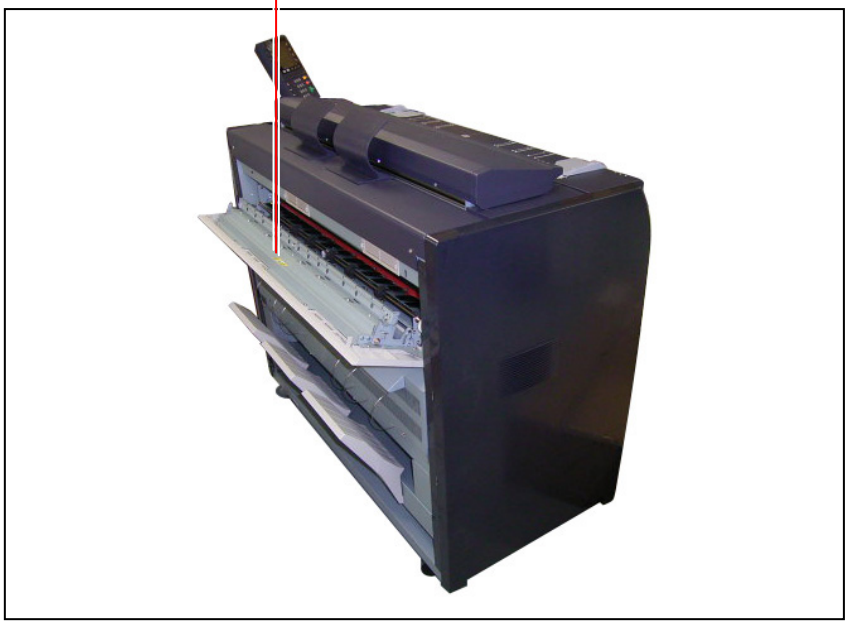
Caution Labels

Caution labels have been attached to the machine at the following locations for safety purposes.
Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

CAUTION LABEL

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

Very sharp pointed parts inside. Do not touch these parts, because there is a danger of getting harmed.



Installation Precautions

Environment

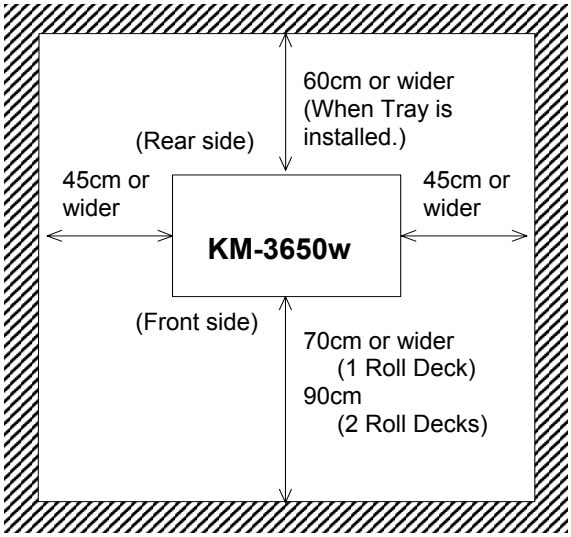
Caution

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the machine.



Other precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 50 to 89.6 °F (10 to 32 ℃), humidity: around 20 to 85 %) and avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

Small amounts of ozone and other chemicals are released during copying, but the quantities do not present any health risk to humans. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Do not install this machine beneath fluorescent lights. The original size may be detected incorrectly.

Power supply/Grounding the machine

Warning

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.

Other precautions

Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of plastic bags

Warning

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

Precautions for Use

Cautions when using the machine

Warning

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This of situation presents a danger of fire or electrical shock should they fall inside.

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.

If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off (position) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off (position) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts.

Caution

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

Always hold the designated parts only when lifting or moving the machine.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.

Other precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the front cover, turn off the main power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this handbook.

Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This machine comes equipped with an HDD (hard disk). Do not attempt to move the machine while the power is still on; Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power before attempting to move the machine.

Cautions when handling consumables

Caution

Do not attempt to incinerate the toner cartridge. Dangerous sparks may cause burns.

Keep the toner cartridge out of the reach of children.

If toner happens to spill from the toner cartridge, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth out with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner cartridge.

Other precautions
After use, always dispose of the toner cartridge in accordance with Federal, State and Local rules and regulations.

If the machine will not be used for an extended period of time, remove the paper from the roll deck and the bypass feeder, return it to its original package and reseal it.

Don’t store the unit in a place exposed to:

- Direct sunlight
- High or rapidly variable temperature or humidity (limit: 104 °F or 40 °C)

Safety Instructions Regarding the Disconnection of Power (Europe)

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC, 93/68/EEC and 1995/5/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

EN55024

EN55022 Class B

EN61000-3-2

EN61000-3-3

EN60950

Safety Instructions Regarding the Disconnection of Power (USA)

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION — The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

* The above warning is valid only in the United States of America.

MERCURY WARNING

THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Warranty (USA)

NEW KM-3650w MULTI-FUNCTION PRINTER LIMITED WARRANTY

1. Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as “Kyocera”) warrant the Customer’s new Multi-Function Printer (referred to as “MFP”) and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year from date of installation by an Authorized Kyocera Dealer, or 20,000 feet copies/prints, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera’s only obligation and the Customer’s exclusive remedy shall be replacement of any defective parts. It is understood that Kyocera shall have no obligation to furnish labor.

2. This warranty is valid only as to the original retail purchaser (referred to as the “Customer”) of the MFP in the United States of America or Canada, based upon the country of purchase.

3. In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the MFP was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area or check Kyocera’s website at www.kyoceramita.com.

4. This warranty does not cover MFPs which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine Kyocera brand, (c) have been serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) have had the serial number modified, altered, or removed.

5. This warranty does not cover Maintenance Kits, the components of Maintenance Kits, or Photoconductor Drums. Kyocera Maintenance Kits and Photoconductor Drums have separate warranties.

6. This warranty gives the Customer specific legal rights. The Customer may also have other rights, which vary from state to state, or province to province. Neither the seller, nor any other person is authorized to extend the time period, or expand this warranty on behalf of Kyocera.

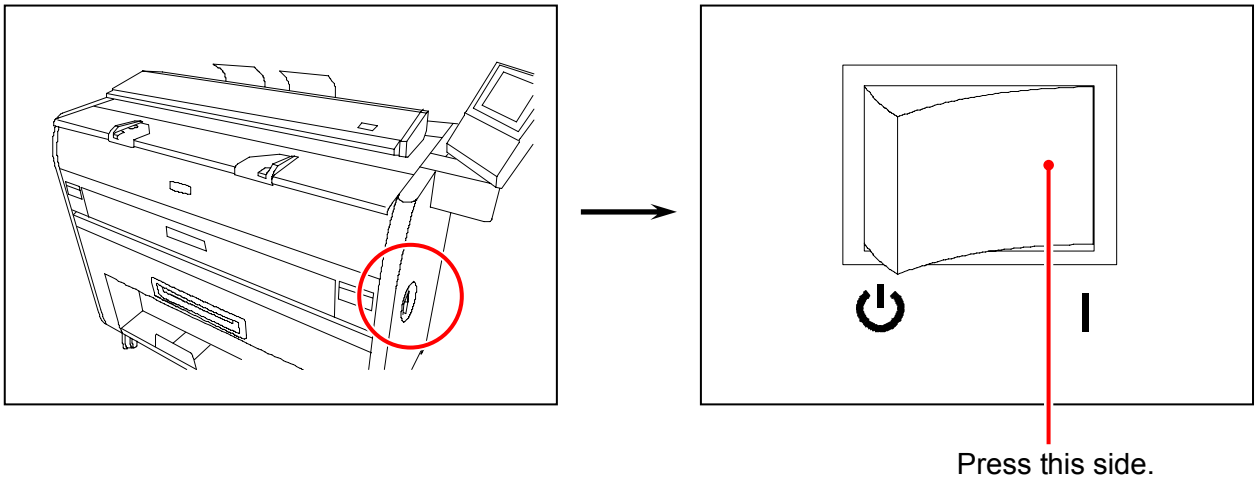
7. THIS WARRANTY IS MADE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, AND KYOCERA SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OR CONDITION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS WARRANTY SHALL NOT EXTEND TO, AND KYOCERA SHALL NOT BE LIABLE FOR, ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE OUT OF THE USE, OR INABILITY TO USE, THE MFP.

KYOCERA MITA AMERICA, INC.
225 Sand Road
Fairfield, New Jersey
07004-0008, USA

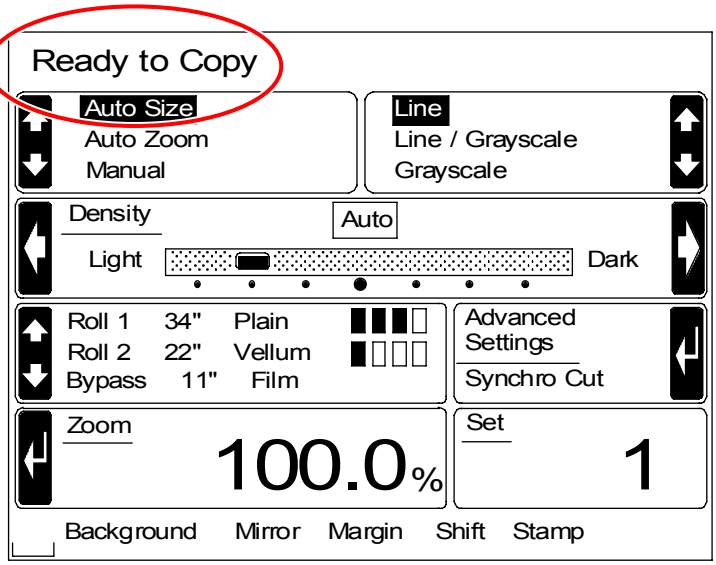
KYOCERA MITA CANADA, LTD.
6120 Kestrel Road
Mississauga, Ontario L5T 158
Canada

Turning on

1. Press the right side of Power Switch to turn on the KM-3650w.

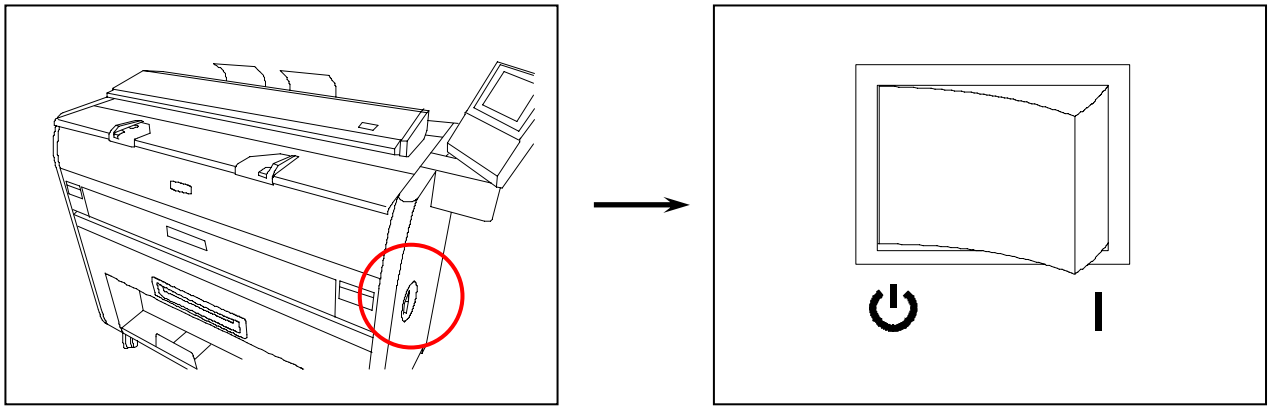


2. KM-3650w starts warming up.
   Wait for about 5 minutes until ready.
   The Operation Panel indicates “Ready to Copy” when ready.



Turning off

1. Press the left side of Power Switch to turn off the KM-3650w.

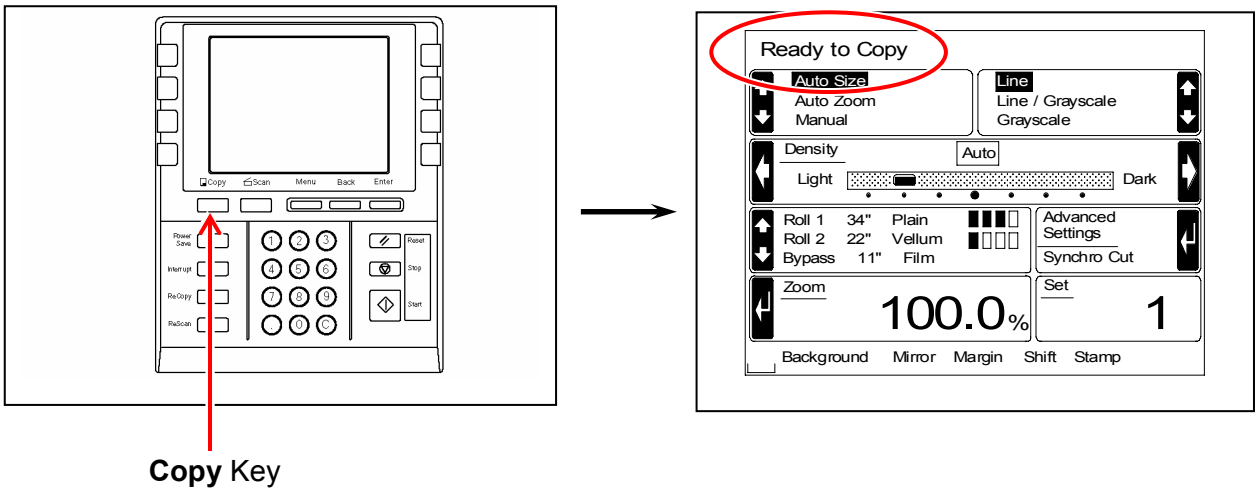


NOTE

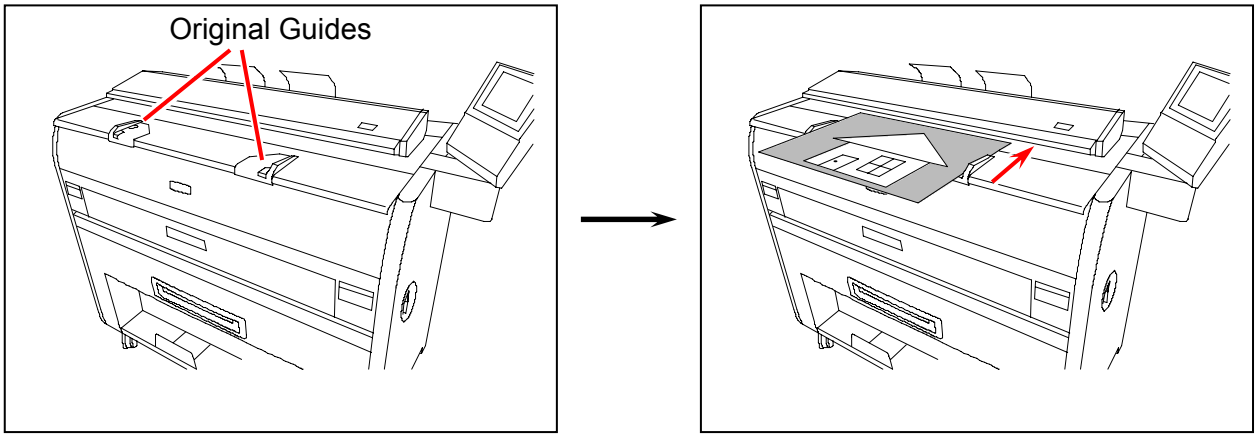
The Controller Unit starts a shut down process when you switch off the KM-3650w, which will be completed about 1 minute later.
Therefore do not unplug the KM-3650w for 1 minute after turning off.

Copy

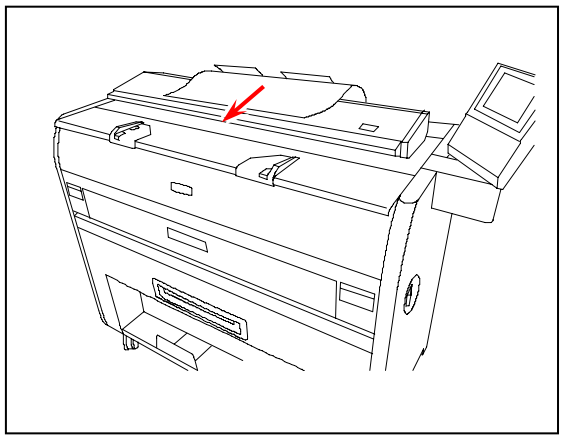
1. Press the **Copy** Key to indicate the Copy Mode Screen.
   Confirm the Operation Panel indicates “Ready to Copy”.



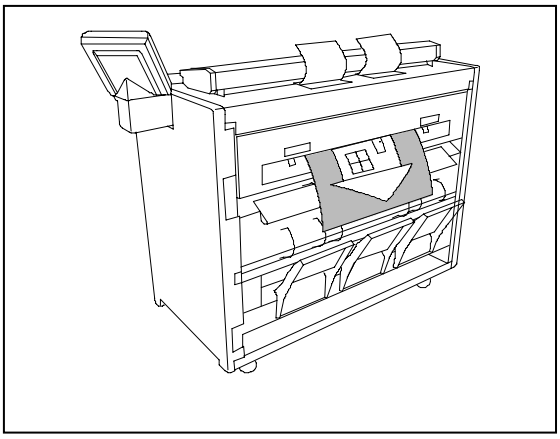
2. Change the position of Original Guides according to the original size.
   Insert the original under the Scanner Unit with facing up its reading side.
   The machine automatically carries it to scan the image. (No need to press any key)



3. The original is ejected from the rear side after the scan.
   (It is guides to the front side.)

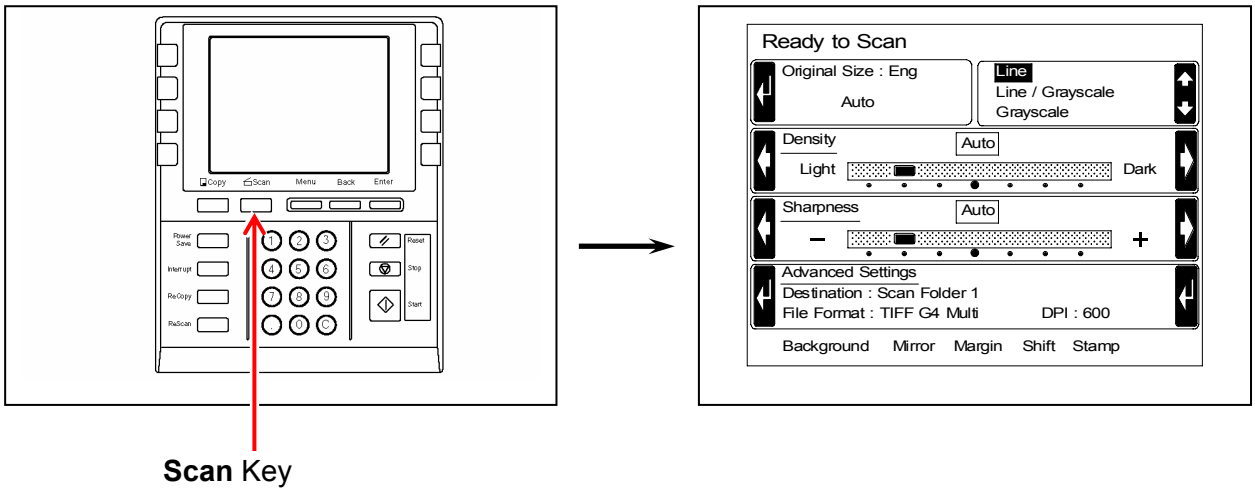


4. When the original is ejected completely, the Print Engine starts copying.
   Copy is ejected from the rear side.

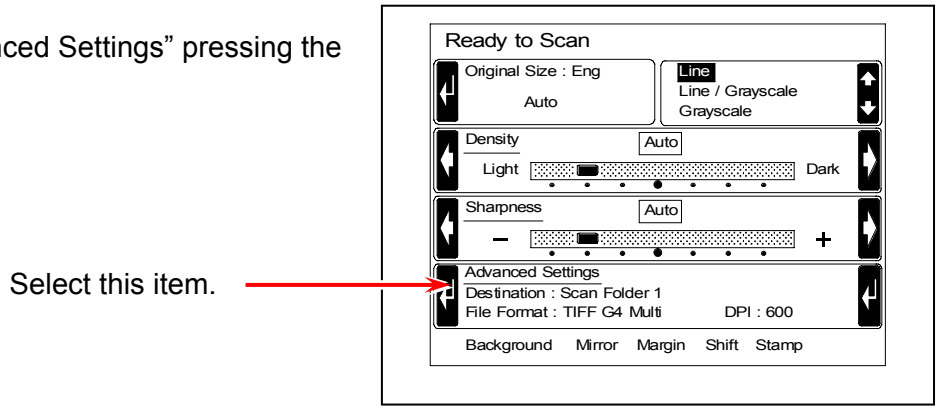


Scan

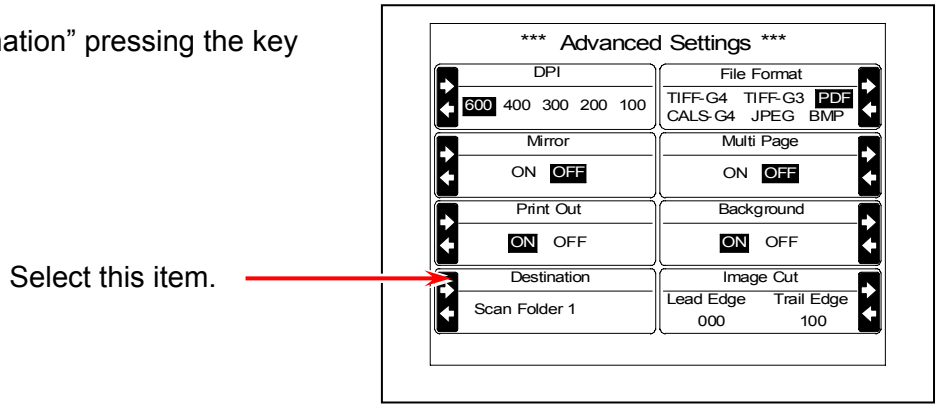
1. Press the **Scan** Key to indicate the Scan Mode Screen.
   Confirm the Operation Panel indicates “Ready to Scan”.



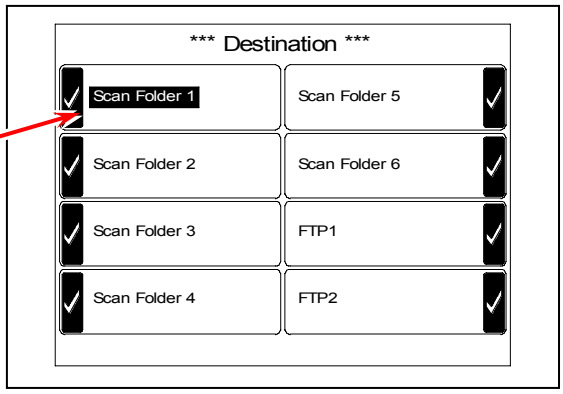
2. Select the item “Advanced Settings” pressing the key beside it.



3. Select the item “Destination” pressing the key beside it.

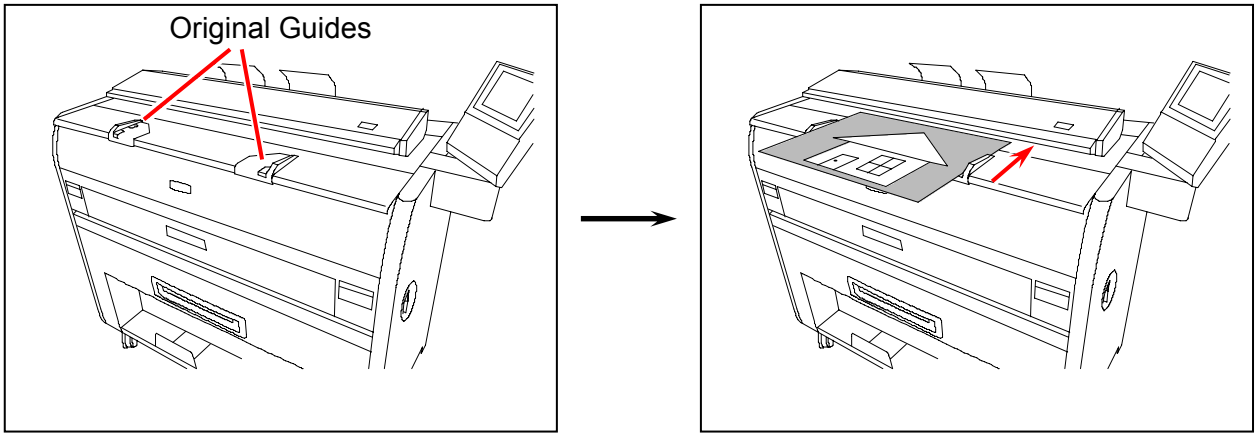


4. Select ane destination folder with the concerning key, and then press the **Enter** Key.

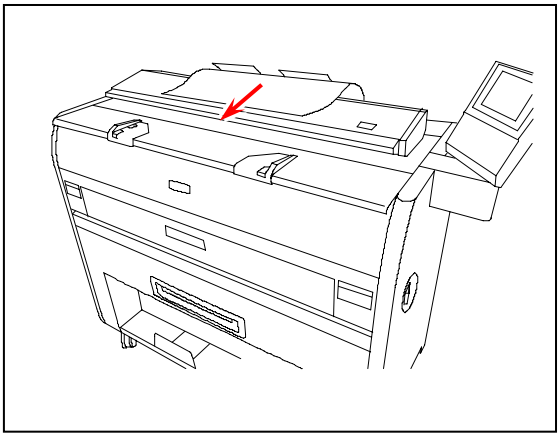


5. Press the **Scan** Key again to indicate the Scan Mode Screen.

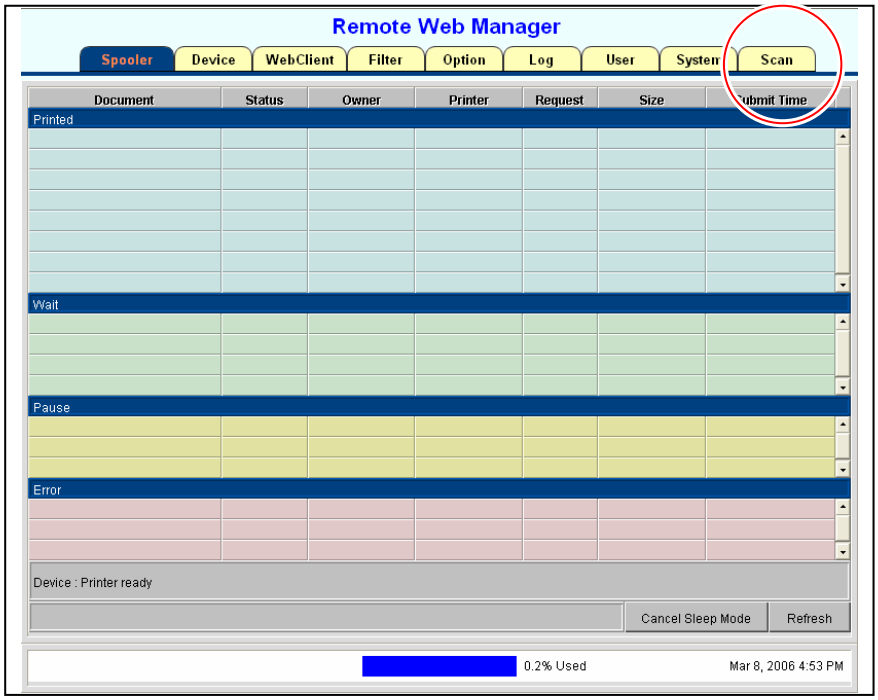
6. Change the position of Original Guides according to the original size.
Insert the original under the Scanner Unit with facing up its reading side.
The machine automatically carries it to scan the image. (No need to press any key)

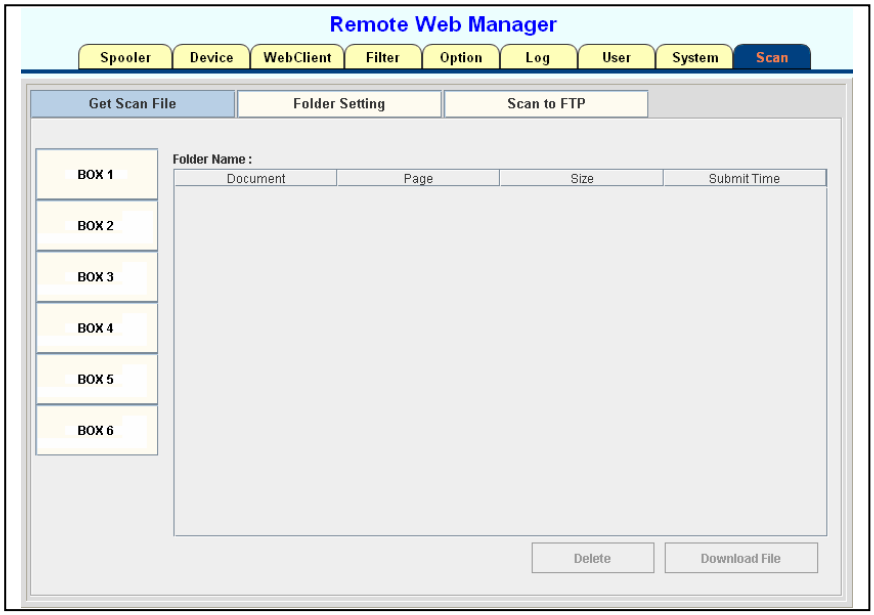


7. The original is ejected from the rear side after the scan.
(It is guides to the front side.)

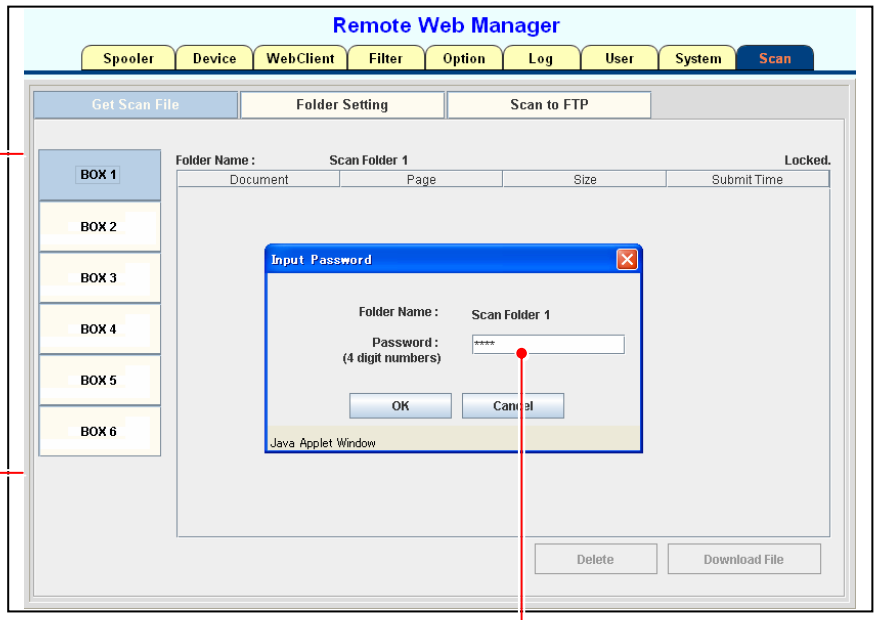


8. Start the Remote Web Manager on the client PC, and select the Scan Tab.





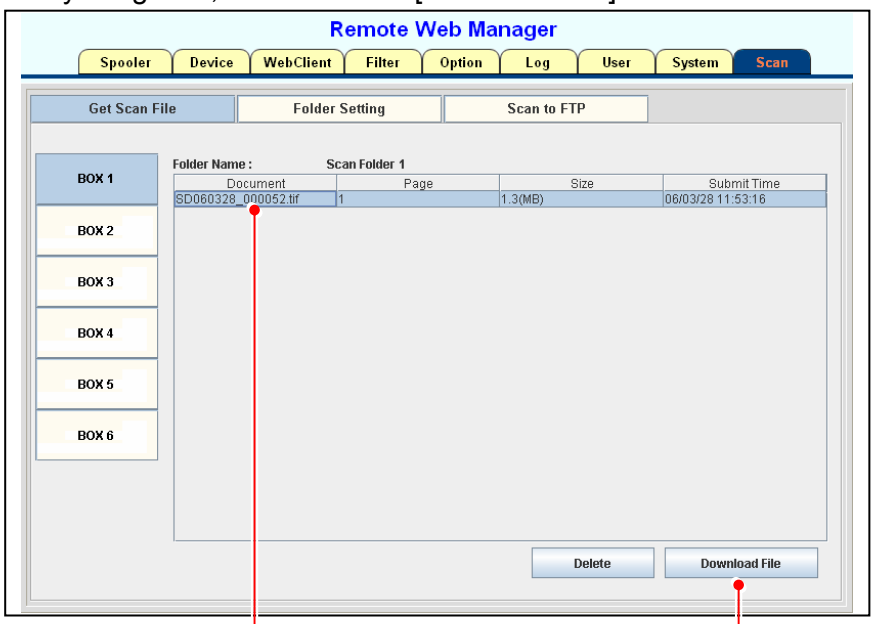
9. Click the destination file on the PC screen, which you have already selected on the Operation Panel of KM-3650w.
   Input the password (default value : 0000).



Click the destination folder

Input the password

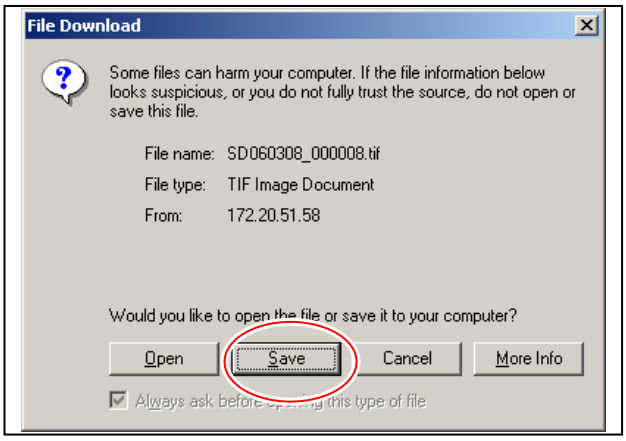
10. The image files are indicated.
    Select the necessary image file, and then click [Download File].



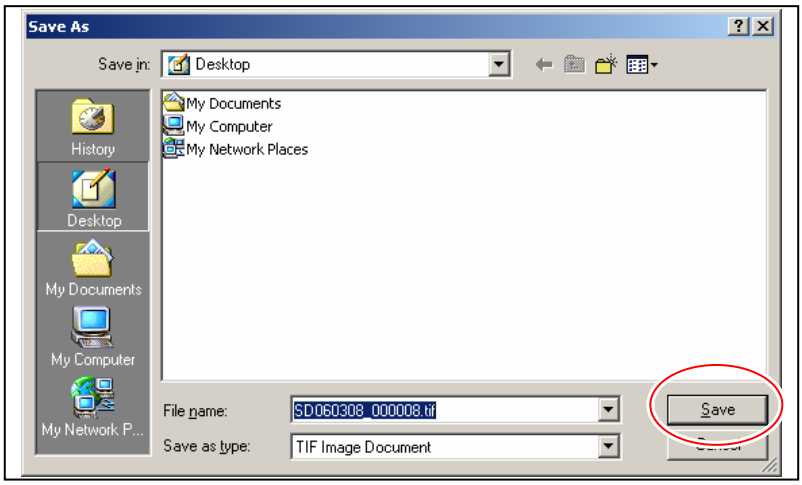
Select the image file

Click [Download File]

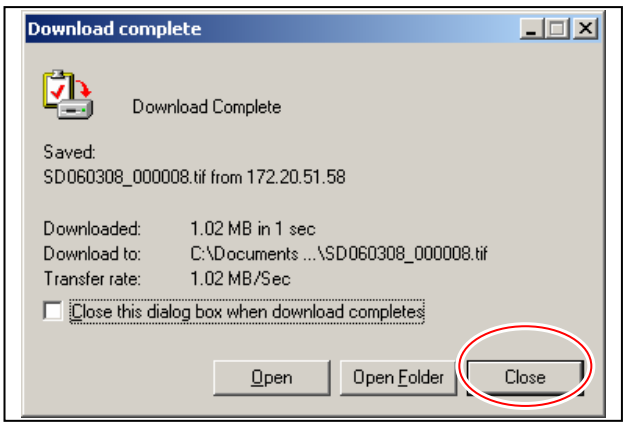
11. Click [Save] for the following message.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: SD060308_000008.tif
File type: TIF Image Document
From: 172.20.51.58
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

12. Specify the save folder, and then click [Save]

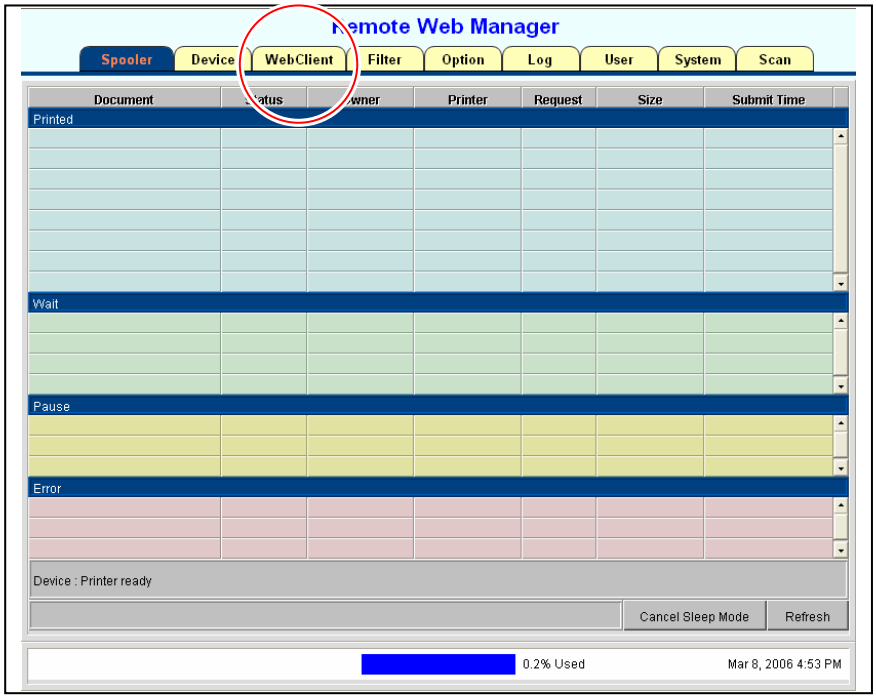


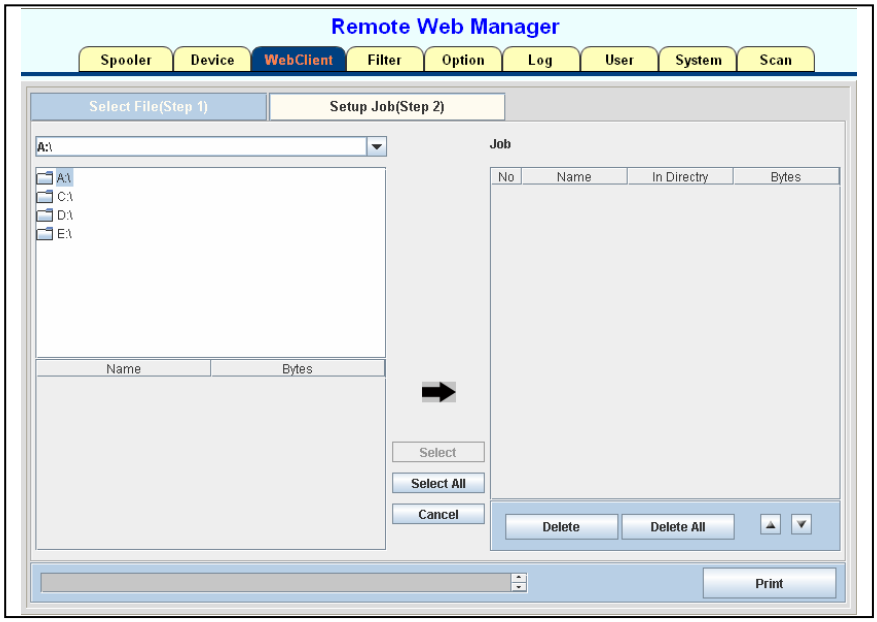
13. The following message is indicated when downloaded.
Click [Close] finally.



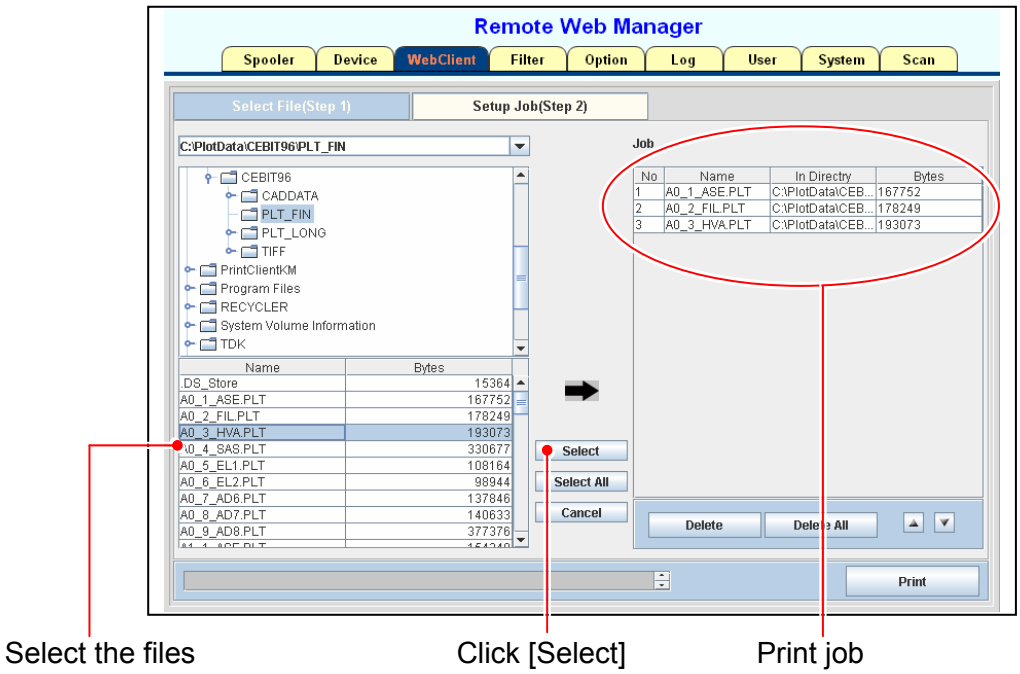
Print

1. Start the Remote Web Manager on the client PC, and select the Web Client Tab.

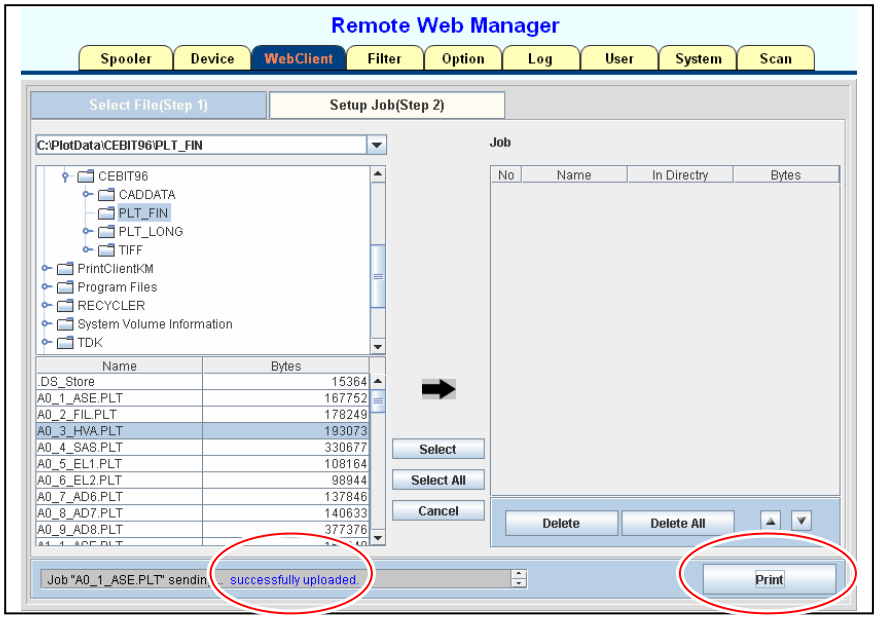




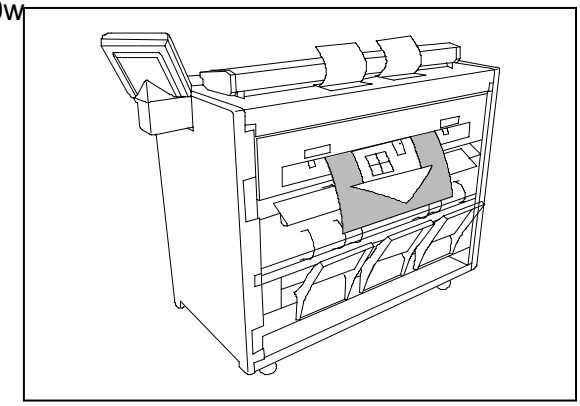
2. Make a print job.
   (Select necessary files on the left half of the screen, and then click [Select] to add to the job.)



3. Click [Print] to output the job to the KM-3650w.
   Data output is successfully done if “successful upload” is indicated on the bottom.



4. Outputs are ejected from the rear side of KM-3650w



For best results and machine performance, we recommend that you use only our original supplies for your products.

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-6000

New York Branch:
1410 Broadway 23rd floor
New York, NY 10018
TEL : (917) 286-5400
FAX : (917) 286-5402

Northeastern Region:
225 Sand Road,
Fairfield, New Jersey 07004-0008
TEL : (973) 808-8444
FAX : (973) 882-4401

Midwestern Region:
201 Hansen Court Suite 119
Wood Dale, Illinois 60191
TEL : (630) 238-9982
FAX : (630) 238-9487

Western Region:
14101 Alton Parkway,
Irvine, California 92618-7006
TEL : (949) 457-9000
FAX : (949) 457-9119

Southeastern Region:
1500 Oakbrook Drive,
Norcross, Georgia 30093
TEL : (770) 729-9786
FAX : (770) 729-9873

Southwestern Region:
2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 550-8987
FAX : (972) 252-9786

National Operation Center
& National Training Center:
2825 West Story Road,
Irving, Texas 75038-5299
TEL : (972) 659-0055
FAX : (972) 570-5816

Latin America Division:
8240 N.W. 52nd. Terrace Dawson Building,
Suite 108 Miami, Florida 33166
TEL : (305) 421-6640
FAX : (305) 421-6666

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road, Mississauga,
Ontario L5T 1S8, Canada
TEL : (905) 670-4425
FAX : (905) 670-8116

KYOCERA MITA MEXICO, S.A. DE C.V.

Av. 16 de Septiembre #407
Col. Santa Inés,
Azcapotzalco México,
D.F. 02130, México
TEL : (55) 5383-2741
FAX : (55) 5383-7804

KYOCERA MITA EUROPE B.V.

Hoeksteen 40, 2132 MS Hoofddorp,
The Netherlands
Phone: +31.(0)20.654.0000
Home page: http://www.kyoceramita-europe.com
Email: info@kyoceramita-europe.com

KYOCERA MITA NEDERLAND B.V.
Beechavenue 25,1119RA SCHIPHOL-RIJK
The Netherlands
Phone: +31-(0)20-5877200

KYOCERA MITA (UK) LTD.
8 Beacontree Plaza
Gillette Way, Reading Berks RG2 0BS,
UK
Phone: +44.(0)118.931.1500

KYOCERA MITA ITALIA S.P.A.
Via Verdi 89 / 91 20063 Cernusco sul Naviglio,
(Milano), Italy
Phone: +39.02.92179.1

S.A. KYOCERA MITA BELGIUM N.V.
Hermesstraat 8A 1930 Zaventem,
Belgium
Phone: +32.(0)2.720.9270

KYOCERA MITA FRANCE S.A.
Parc Les Algorlthmes, Saint Aubin
91194 GIF-SUR-YVETTE,
France
Phone: +33.(0)1.6985.2600

KYOCERA MITA ESPAÑA S.A.
Edificio Kyocera, Avda de Manacor N. 2,
Urb. Parque Rozas 28290 Las Rozas, Madrid,
Spain
Phone: +34.(0)91.631.8392

KYOCERA MITA FINLAND OY
Kirvesmiehenkatu 4 00810 Helsinki,
Finland
Phone: +358.(0)9.4780.5200

KYOCERA MITA (SCHWEIZ) AG
Industriestrasse 28, 8604 Volketswil,
Switzerland
Phone: +41.(0)1.908.4949

KYOCERA MITA DEUTSCHLAND GMBH
Mollsfeld 12-40670 Meerbusch,
Germany
Phone: +49.(0)2159.918.0

KYOCERA MITA GMBH AUSTRIA
Eduard-Kittenberger Gasse 95
A-1230 Wien,
Austria
Phone: +43.(0)1.86338.401

KYOCERA MITA SVENSKA AB
Vretenragen 2, 6tr 171 54 Solna,
Sweden
Phone: +46.(0)8.546.550.00

KYOCERA MITA NORGE
Postboks 150 Oppsal, NO 0619 Oslo
Olaf Helsetsvei 6, NO 0694 Oslo,
Norway
Phone: +47.(0)22.62.73.00

KYOCERA MITA DANMARK A/S
Slotsmarken 11, 2 DK-2970 Hørsholm,
Denmark
Phone: +45.7022.3880

KYOCERA MITA PORTUGAL LDA.
Rua do Centro Cultural, no 41 1700-106 Lisbon,
Portugal
Phone: +351.(0)21.843.6780

KYOCERA MITA SOUTH AFRICA (PTY) LTD.
527 Kyalami Boulevard,
Kyalami Business Park Midrand,
South Africa
Phone: +27.(0)11.540.2600

KYOCERA MITA AMERICA, INC.

Headquarters:
225 Sand Road,
Fairfield, New Jersey 07004-0008,
U.S.A.
Phone: (973) 808-8444

KYOCERA MITA AUSTRALIA PTY. LTD.
Level 3, 6-10 Talavera Road, North Ryde,
N.S.W. 2113 Australia
Phone: (02) 9888-9999

KYOCERA MITA NEW ZEALAND LTD.
1-3 Parkhead Place, Albany
P.O. Box 302 125 NHPC, Auckland,
New Zealand
Phone: (09) 415-4517

KYOCERA MITA (THAILAND) CORP., LTD.
9/209 Ratchada-Prachachem Road,
Bang Sue, Bangkok 10800, Thailand
Phone: (02) 586-0320

KYOCERA MITA SINGAPORE PTE LTD.
121 Genting Lane, 3rd Level,
Singapore 349572
Phone: 67418733

KYOCERA MITA HONG KONG LIMITED
11/F., Mita Centre,
552-566, Castle Peak Road,
Tsuen Wan, New Territories,
Hong Kong
Phone: 24297422

KYOCERA MITA TAIWAN Corporation.
7F-1~2, No.41, Lane 221, Gangchi Rd.
Neihu District, Taipei, Taiwan, 114. R.O.C.
Phone: (02) 87511560

KYOCERA MITA Corporation

2-28, 1-chome, Tamatsukuri, Chuo-ku
Osaka 540-8585, Japan
Phone: (06) 6764-3555
http://www.kyoceramita.com

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